ARTIST'S INNOVATION AWARD
FOR LITERARY AND PERFORMING ARTS

Online Guide

Please read this before going to the online application site.

Our online process will create a portfolio for your application at https://mt.slideroom.com. This requires:

✓ A PC or Mac. (Please note that Firefox is not fully compatible with the online application site.)
✓ Access to high speed internet. Unfortunately, dial-up connections will not work well with this system. A list of sites offering public access to computers with high-speed internet service and free Wi-Fi access in your part of the state can be downloaded at http://www.art.mt.gov/artists/PublicInternet.xls
✓ An email account (Please note that Hotmail accounts are not compatible with this system.)
✓ Adobe Flash Player (version 10)
✓ A PDF conversion program

FREE Resources:

- Free email accounts are available from http://mail.google.com; http://www.mail.com or http://mail.yahoo.com
- To download Adobe Flash Player, go to http://www.adobe.com/products/flashplayer/
- To download a PDF converter, go to http://www.download.com/CutePDF-Writer/3000-6675_4-0206470.html This software comes with easy-to-follow instructions.

Registration:

You do not need separate registrations at SlideRoom to apply to different Montana Arts Council projects or programs. If you do not already have an account at SlideRoom, you must register before you can create and submit an application for an Artist's Innovation Award for Literary and Performing Arts.

To do this, go to the Artist's Innovation Award page at http://www.art.mt.gov/artists/artists_innovation.asp and click on the application link at the bottom of the page to reach https://mt.slideroom.com/

Follow the on-screen registration instructions to receive an email containing an account activation link. If you do not see this email, check your spam filter. If you encounter problems, submit a request for help to support@slideroom.com.

The Help Desk:

When you are logged-in to your account, the Help Desk can be consulted at any step of the application by clicking on "Help" at the upper right of the screen. It contains extensive reference topics, technical advice and a search function. Email support can also be requested from there.

The Help Desk can also be reached by going directly to http://slideroom.zendesk.com without logging-in. It details the technical information you will need for preparing items for submission. Technical specifications are also displayed automatically inside the application site when you reach the upload step of the process.

The Application Site:

We strongly recommend that you follow the "Watch a Video Tutorial" link for an overview of the process at https://mt.slideroom.com. The application site has been redesigned recently so it is advisable to watch the tutorial even if you have used SlideRoom before.

Log-in and explore the site before beginning your application. Review the information in the Help Desk. Start early and allow plenty of time to experiment, get used to how the application process is organized and discover all the resources available to assist you in building the best application. We suggest that you bookmark the website for convenience.

Your work will be automatically saved and you can go back as often as you like to edit and upload until you click on the "Confirm Payment" button in Step 3 (Complete Submission.)

Creating your Application:

On-screen instructions will appear at each step as you create your application.

- Step 1 is a form where you answer questions about yourself and your artwork. Your responses to the narrative questions given in the Application Guidelines may be typed directly or cut and pasted from another document into the fields provided.

- Step 2 is where you add media by uploading to your application. Instructions for this can be reached by clicking on the green word "SHOW" above the portfolio area. Requirements and the criteria for artwork samples are listed in the Application Guidelines document available for print and download from http://www.art.mt.gov/artists/artists_innovation.asp.

- Step 3 asks for credit/debit card payment information.

The application site will show a countdown clock near the deadline to help you measure your progress.

Upload Information:

The application site will prompt you to label each uploaded item. If you are labeling a JPEG and dimensions are not applicable, enter "N/A"; for medium, enter the discipline represented.

Note that the description field for the artwork samples is <u>not</u> optional as shown on the screen. This is where all applicants **must** enter the following information for **each** sample:
- Name(s) of key artist(s)
- If the sample is a segment of a larger work, a single sentence description of where the segment fits within the work

For performing arts samples **only**:
- also enter the time length of the segment in the "Dimensions" box
- also enter the role played by applicant(s) in the "Description" box

It is advisable to test and review all uploads other than JPEGs to ensure that they open/play successfully. Do this by clicking on the uploaded item and then on "view." The site will tell you if there is a problem and what to do about it.

Items can be reordered in the thumbnail view by clicking on an item and dragging it to a new position in the portfolio. When you have finished uploading, ensure that the **first item** showing is your headshot in JPEG format. (In this position it will appear on the application cover that identifies you to the jury.) If you are submitting optional support materials, those files should be grouped together by clicking and dragging so they appear **at the end** of your application portfolio.

Any Questions?

For technical assistance with the online process, send an email to support@slideroom.com.
For questions that are not technology-related, contact Cinda Holt at cholt@montana.com or (406) 777-0090.